

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/CAR-EXO-14-053

**OPEN TO:** All interested candidates

**POSITION:** Acquisition and Assistance Specialist  
Acquisition and Assistance Office

**OPENING DATE:** November 07, 2014

**CLOSING DATE:** November 23, 2014

**WORK HOURS:** Full-time; 40 hours/week

**ANNUAL BASIC SALARY:** (Min. KZT 4,126,093.00 – Max. KZT 5,233,633.00)  
Position Grade Level 9

**PLACE OF PERFORMANCE:** Almaty, Kazakhstan

USAID/CAR has an immediate vacancy for Acquisition and Assistance Specialist in the Acquisition and Assistance Office. This is a Personal Services Contract (PSC) position, grade FSN-9. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history.

This position is a part of an established career ladder, which provides the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. Attainment of the higher grade levels is contingent upon the incumbent successfully completing required training, meeting agree-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the FSN-10 and to the target FSN-11 grade levels is not automatic, and failure to achieve successive levels of performance may result in termination of contract.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level.

## Basic Function:

The Acquisition and Assistance Specialist is located in the Acquisition and Assistance Office, USAID/CAR. The function of the Office is to provide Acquisition and Assistance

(procurement) support to Mission Technical Offices and Development Objective (DO) Teams in the Mission, and in any other Missions in the Region that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The incumbent reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analyses; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The incumbent maintains contract files and records up to date, prepares Contractor Performance and Assessment Reports (CPARs), and supports award closeouts. The incumbent provides guidance related to administrative award modifications. The incumbent is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

### **Major Responsibilities:**

The incumbent is responsible for providing basic project acquisition and assistance support to USAID/CAR Technical Offices, DO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectorial. The incumbent is required to provide basic and limited acquisition assistance to designated Technical Offices, DO Teams, and to support a variety of programs/projects/activities.

These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the incumbent to become familiar with the full range of USAID procurement instruments.

The incumbent is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the various types of assistance agreements, the acquisition of goods and a range of types of services. The incumbent will become equally familiar with the procedures for assistance, acquisition of goods, and for managing personal service and non-personal service contracting actions.

The incumbent is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The incumbent will develop the ability to provide authoritative technical guidance to technical specialists/activity managers, Contracting Officer Representatives (CORs) and Agreement Officer

Representatives (AORs) pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

#### **Pre-Award Duties**

The incumbent participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The incumbent works with higher-level Specialists/Officers to prepare Requests for Quote, Requests for Proposal and Requests for Application. The incumbent assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to determine responsibility and ensure eligibility prior to an award being made.

#### **Post-Award Duties**

The incumbent assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award through reviews of performance and reviews of financial reports. The incumbent manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with DO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met.

The incumbent conducts site visits and attends meetings. The incumbent provides guidance to technical personnel, and assists in programmatic duties as required avoiding contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The incumbent assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

The incumbent assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

#### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent

information. All documents written in Russian must be translated into English, and both the Russian and English documents submitted.

Qualification Criteria:

1. A Bachelor's degree in one of the following fields is required: Business Administration, Marketing, Finance, Commerce, Economics, Accounting, Operations Management, Public Administration, Engineering, Social Sciences, Law, Management Information Systems, and/or International Affairs. **Supporting documentation (i.e. a copy of certificates or degree) must be included in the application for eligibility purposes.**
2. Minimum three years of progressively responsible experience in acquisition and grant making for technical assistance projects or closely related field with international organizations, host country development organizations, and/or for profit business entities is required. Must have demonstrated experience in negotiation and administration of acquisition and grant awards.
3. Level IV in both written and spoken English and Russian is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language.
4. Skills & Abilities:
  - a. Must have the potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner.
  - b. Must have demonstrated excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates.
  - c. Must have demonstrated the ability to absorb highly complex information from a variety of technical documents and regulations and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations.
  - d. Must have demonstrated ability to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations.
  - e. Must have demonstrated excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage with minimal supervision. Must have excellent interpersonal skills.

- f. Must have demonstrated ability to analyze evaluation of contractor performance against stated criteria and numerical rating.
- g. Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated ability to navigate and research the Internet.

#### Selection Process:

All applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Candidates who meet the minimum qualification criteria will be given an English test, after which the top-ranked candidates will be invited for a technical test. Top-ranked applicants with a high cumulative score will then be invited to an interview. Testing and interviewing will be conducted in Almaty, Kazakhstan. USAID will screen for nepotism/conflict of interest in determining successful candidacy.

Interested applicants for this position should submit the below listed documents electronically to email to <almaexo\_hr@usaid.gov>.

- A. A current resume or curriculum vitae; plus cover letter
- B. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

#### **Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Meal Allowance
- Transportation Allowance
- Miscellaneous Allowances
- 13<sup>th</sup> Month Bonuses

#### **Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/CAR, Tel: 250-7612 ext. 6353

**Clearances for USAID/CAR-EXO-14-053 Acquisition and Assistance Specialist**

Clearances:

AAO: KWest

EXO: EMichalski

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Date

Date

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